

Section One:  
Contact Info

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Check the box that best described you:

- Minocqua Resident    Non-Resident Taxpayer    Non-Resident    For-Profit    Not-for-Profit

Section Two:  
Event Description

Date(s) of Intended Use: \_\_\_\_\_  
Time of Use: \_\_\_\_\_ Number of Participants: \_\_\_\_\_  
Purpose of Use: \_\_\_\_\_  
Will a fee be charged or donations solicited from participants?    Yes    No   Amount: \_\_\_\_\_  
Is the general public welcome to attend or participate in this event?    Yes    No

Facility Requested:

- Bradley Room (Small)    Torpy Room (Medium)    Boardroom (Large)    Gym    Torpy Park Pavilion  
 70W Pavilion (I understand this rental only includes the pavilion, the park and bathrooms remain open to the public.)

Section Three:  
Hold Harmless

I understand that my use of any Minocqua Town facility is voluntary and that I am using it for my benefit only. I agree that my use of any Minocqua Town facility is undertaken at my own risk and that the Town of Minocqua will not be liable for any claims, injuries or damages of whatever nature incurred by me, members of my organization or third parties due to my own negligence or the negligence of members of my organization or the negligence of third parties. On behalf of myself and the organization I represent, I expressly forever release and discharge the Town of Minocqua, its agents or employees from any such claims, injuries or damages. I also agree to defend, indemnify and hold harmless the Town of Minocqua from any claims, injuries or damages of whatever nature arising out of or connected with my use of any Minocqua Town facility. I also agree to reimburse the Town of Minocqua for any damage, breakage, maintenance or cleanup costs arising out of my use of any Minocqua Town facility. I agree to remove any and all garbage generated by my event. I understand I am subject to deposit forfeiture for not removing the garbage.

\_\_\_\_\_  
*Printed Name of User/Agent*

\_\_\_\_\_  
*Signature of User/Agent*

\_\_\_\_\_  
*Date*

**Please return this form to:**

Town of Minocqua  
415 Menominee Street, Suite 300  
Minocqua, WI 54548  
(P) 715-356-5296  
(F) 715-356-1132  
office@townofminocqua.org

**Town of Minocqua Facility Use Reservation Policy**

Torpy Park

Reservation applications for Torpy Park can be filled out and submitted to the Town at any time throughout the year. Applications made for the following year will be held until January 15<sup>th</sup>, allowing the Chamber and local sporting organizations to schedule events at Minocqua facilities first. Applications submitted for a date further out than one year will not be accepted. On the 15<sup>th</sup> of January, completed applications will be reviewed. Completed applications will include a signed application and deposit. Preference for Torpy Park reservations will be given to Minocqua residents, then to Minocqua taxpayers, and finally by date submitted, with preference given to the earlier date.

Minocqua Park Complex

Reservation applications for the Minocqua Park Complex will be handled the same as Torpy Park, with the difference being that preference will first be given to Minocqua Rotary Clubs for the use of the kitchen/concession stand at the Minocqua Park Complex. Reservations will then be given to Minocqua residents, then to Minocqua taxpayers, and finally by date submitted, with preference given to the earlier date.

When reserving the Minocqua Park Complex pavilion, the park and the bathrooms remain open to the public.

Minocqua Center Gym and Meeting Rooms

Reservation applications for the Minocqua Center Gym can be filled out and submitted to the Town at any time throughout the year. The applications will be reviewed and assigned twice a year, the first of July and the first of January. Should two applicants request the same time slot, preference will be given to the applicant who has not previously had the time slot. Certain reservations for yearly time slot reservations have been grandfathered in.

Reservations for the Minocqua Center meeting rooms are taken on a daily basis and are assigned on a first come – first served basis.

All reservations for the Minocqua Center gym and meeting rooms are subject to reassignment to another date or another location if an annual event or Town event needs the location and/or date.

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**FOR OFFICE USE ONLY**

Deposit Amount: \_\_\_\_\_ Paid On: \_\_\_\_\_ Check No: \_\_\_\_\_

Fee Amount: \_\_\_\_\_ Paid On: \_\_\_\_\_ Check No: \_\_\_\_\_

Deposit Return Info \_\_\_\_\_

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## Minocqua Facility Use Fees

	Resident	Non Resident	For Profit	Non Profit	Benefits	Deposits
<b>Parks</b>						
Large Event (over 50 people)	\$100.00	\$150.00	\$200.00	\$0.00	\$0.00	\$100.00
Small Event (under 50 people)	\$0.00	\$100.00	\$200.00	\$0.00	\$0.00	\$100.00
<b>Rooms</b>						
Fee Based Meetings	\$25.00/hr	\$25.00/hr				
Depositions	\$100.00	\$100.00				
Non Profit Meetings	\$0.00	\$0.00				
<b>Gymnasium</b>						
<p>The gym is free when used on a first served basis. This means groups will share the gym and it will be open to the public. Any person or groups wishing to reserve the gymnasium and have it closed to the public will be subject to the below listed fee schedule. Standing reservations may be made every 6 or 12 months. If two groups request the same time at the beginning of a 6/12 month period, preference will be given to the group who hasn't been able to use the gym previously.</p>						
Athletic Groups/Wellness Activities	\$10.00/hour up to a \$50.00 cap/six month period	\$50.00 for a 6 month standing reservation				
Large Events (Weddings, rummage sales)	\$200.00					\$100.00
Groups charging fees to participants	\$10/hour up to \$250.00 cap/year	\$250 for a year standing reservation				\$100.00
<b>Ballpark Field</b>						
Game with Lights	\$20.00	\$50.00				\$100.00
Game without Lights	\$0.00	\$50.00				\$100.00